Contractor Security/Network Access Procedures

Contractor Completes USAAC Form 101 & Reads/Signs Acceptable Use Policy and it is sent (or taken) to CC Security Office.

HQ CC Security Office or Region IMO Checks JCAVS for Status

Validated

Not Validated

Security Office/Region IMO Signs Form 101. If at Ft Monroe, submit to ISA. If at Region, IMO creates userid

Contractor told they need to submit SF 85P through their company's security officer to OPM.

Once accepted by OPM (7-14 days) Contractor submits forms 1189, 101 & signed Acceptable Use Policy to CC Security Office

HQ CC Security Office checks JCAVS status. If contractor is in system, CC Security Office signs the 1189 and 101 and sends to ISA or Region IMO.

ISA/IMO processes request

Network Access Granted